FedGrants Grantor Guide

Updated
14 February 2005

For support or questions, please contact the Contact Center at support@grants.gov or call 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. EST.

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1.0 FedGrants Overview

The Office of Federal Financial Management (OFFM), as a part of the implementation of the Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107), proposed to establish a standard format for Federal Agency announcements of funding opportunities under programs that award discretionary grants or cooperative agreements.

The purpose of FedGrants is to have information organized in a manner consistent with program announcements for the hundreds of Federal programs that make financial assistance awards to the non-Federal recipients.

Figure 1.1: FedGrants Home Page

1.1 System Requirements

The FedGrants system, FedGrants.gov, can be accessed from any personal computer with Internet access and a browser equivalent to Netscape 4.7 or later, and Microsoft Internet Explorer 4.0 or later. User IDs and passwords are required to ensure that only authorized personnel are submitting funding opportunity documents on the system.

1.2 Methods of Posting Documents on the System

Government grantor's may use the following methods to post documents on the FedGrants system:

- Web interface (www.fedgrants.gov)
- Simple Mail Transfer Protocol (SMTP) E-mail Interface

1.2.1 Web Interface

The Web interface, FedGrants.gov, is an Internet-based method of data exchange between agencies and FedGrants. Government grantor's and administrators are required to be registered users with login names and passwords in order to log into, navigate, and post documents to the "FedGrants Grantor" application of the FedGrants system.

1.2.2 E-mail Interface

The e-mail interface is an SMTP method of data exchange between agencies and FedGrants that allows a government grantor to send an e-mail message containing the data that is to be posted. This data uses the eXtensible Markup Language (XML) format and must conform to the Document Type Definition (DTD) developed by the Grants.gov Program Management Office of the Department of Health and Human Services.
In order to send documents to FedGrants via e-mail, you will need to use the FedGrants account number and password assigned to your location. If your location is not in the system, then contact the FedGrants Help Desk at 1-800 518-4726 or send an e-mail to FedGrants Support at support@grants.gov . To learn more about e-mail submission of new grants and modification to posted grants, read section 10.0 XML Files Submission.

1.3 Help Desk

The FedGrants Help Desk is open Monday - Friday, from 9:00AM to 5:00PM, Eastern Time. The Help Desk can be reached by phone at 1-800-518-4726 or via e-mail at support@grants.gov.

2.0 FedGrants for Grantors

You can access the FedGrants system by typing www.fedgrants.gov in the address bar of your web browser, then press the "Enter" key on your keyboard. You will see the screen shown in Figure 2.1.

Figure 2.1: FedGrants Home Page

To log on as a government grantor, click on the "Grantor" link.

Figure 2.2: FedGrants for Grantors

2.1 Forget Your Password?

If you already have a FedGrants user account, but have forgotten your user name or password, you can obtain your user name and password by clicking on the "Forgot your password?" link. Enter your e-mail address and click on "Send Request."

FedGrants Password Finder

To receive your username and password by email, please enter your email address and click the send request button:

Email address: [_____]

[Send Request] [Cancel]

Figure 2.3: Grants Password Finder

There are two ways you can receive your user name and password. If your location administrator allows the users in your location to receive their password via e-mail, the system will send you a message containing your user name and password via e-mail.

Email Confirmation

The username and password associated with the email address poc@testfedgrants.com has been sent.

[Return to Login]

Figure 2.4: Email Password Reminder

If your location administrator requires the users in your location to receive their user name and password through their administrator, then you will be shown a list of administrators and you will have to contact one of them to receive your user name and password. (Refer to Figure 2.4)

Please contact one of the following Administrators to receive your password:

Name	Email Address	Telephone Number
Davidson, Harley	poc@testfedgrants.com	123-123-1233

[Return to Login]

Figure 2.5: Administrator Reminder

If you post on behalf of multiple locations, you could receive your e-mail reminder by email and/or through your adminstrator. This will depend on what your administrator set in the "Email Reminder" password field for each location.

***Please Note: The e-mail address field is case sensitive. Please enter your e-mail address exactly as shown in your profile (all lowercase, all uppercase, etc.). If you enter your e-mail address in a case different then what is shown in your profile, you will receive an error message. If you are unable to use the "Forgot your password?" link, please contact the FedGrants Help Desk at 1-800-518-4726 or e-mail FedGrants Support at support@grants.gov for assistance locating your administrator. The Fedgrants Help Desk CAN NOT give out passwords.

2.2 Grantor Login

To log into the system, type your user name into the "Login" field, and your password into the "Password" field. Then, click on the "Login" button. (Figure 2.2)

Figure 2.6: Grantors Posting Screen

Once you have entered your user name and password, the system will transfer you to the initial FedGrants posting screen. This screen will display your name, agency, office, and location. The system consists of a number of functions that enable you to post and maintain synopses. These functions are reached through the menu buttons that appear at the top of each screen. A list and a brief description of these buttons are as follows:

 This button allows you to transfer from the Grantor section of the application to the Applicant homepage, which is opened in a new window.

 This button allows you to create and post funding opportunity synopses and modifications.

 This button allows you to edit funding opportunity synopses and modifications that have been saved, but not posted.

 This button allows you to upload files containing additional information for funding opportunity synopses that have been posted.

ARCHIVE This button allows you to move funding opportunity synopses from the "active" status to the "archive", inactive status.

UNARCHIVE This button allows you to move funding opportunity synopses from the "archive", inactive status to the "active" status.

DELETE This button allows you to delete synopses and related documents from the system.

***Please note: We do not recommend deleting information from FedGrants, as applicants may have received notification of the posting, or have viewed the posting, prior to deletion.

ADMIN This button allows designated administrators to add, update, and remove information about agencies, offices, locations, and users. The "ADMIN" button is only available to those individuals designated as administrators by their FedGrants agency administrator.

PROFILE This button allows you to update information on your profile such as your name, telephone number, and your e-mail address.

LOGOUT This button terminates the FedGrants system application, and transfers the user to the FedGrants log in page.

2.3 Grantor Profile

Before you begin posting to the FedGrants system, you will need to verify that your profile is correct. Each user is responsible for ensuring that their account information (Name, Title, Telephone Number, Fax Number, E-mail Address, Agency/Office/Location) is correct. You should verify this information first, as this information is displayed in the funding opportunity synopsis you post on FedGrants. You can also change your password in the "Password" field.
To view your information, click on the "Profile" button.

Figure 2.7: Grantor Profile

The following restrictions apply to the information fields:

First Name: Any character, including punctuation marks and spaces. Maximum characters: 50
Middle Initial: Only two characters and no spaces.
Last Name: Any character, including punctuation marks and spaces. Maximum characters: 50
Title: Any character, including punctuation marks and spaces. Maximum characters: 64
User Name: This field is not editable. In order to change it you will need to contact your FedGrants administrator.
Password: Six to ten (6-10) characters including punctuation marks and spaces.
E-mail: Only alphanumeric characters, a period, an "@" symbol, and no spaces. Your e-mail address is required. An example of a valid e-mail address would be sample.user@fedgrants.gov. Maximum characters: 130

If you wish to cancel information that you have entered, click on the "Cancel" button at the bottom of the page. If you wish to return to the previous page, click on the "Back" button. Otherwise, fill out the required information and click on the "Save" button. After your information is saved, the system returns you to the main posting screen, as shown in Figure 2.4 above.

If your agency, office, or location information is incorrect, or if you would like to change your user name, you will need to contact your FedGrants agency administrator for further assistance. If you do not have contact information for your FedGrants agency administrator, please contact the FedGrants Help Desk at 1-800-518-4726 or e-mail FedGrants Support at support@grants.gov for assistance.

3.0 Creating a Grants Notice

*** Please Note: When a user logs into the FedGrants system, the user is issued a session number. If the system has not been used for thirty minutes, it will terminate the session and the user will receive a "Your session has timed out" message.
When this situation occurs, the user must log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

To create a synopsis, click the "CREATE" button. The system defaults to Action Code G for grant synopses, as shown in figure 3.1. Action Code M must be selected to create a modification to an existing synopsis. Click "Next" to move to the next screen. The Action Code will be displayed at the top of the page.

Figure 3.1: Creating a Grants Notice

Grants Funding Opps.

Appalachian Regional Commission

___

A single alphabetic character denoting the specific action related in the synopsis.
Fields indicated with an * are required.

G = Grants Funding Opps.

Date on which the synopsis is posted to the Web and/or transmitted to Fedgrants for publication.

Post Date: 04/08/2004

___

Types of instruments that may be awarded. Select one or more that apply.

Funding Instrument Type: *

Cooperative Agreement
Grant
Other
Procurement Contract

Funding Activity Category. Select one or more that apply.

Funding Activity Category: *

Agriculture
Arts (see "Cultural Affairs" in CFDA)
Business and Commerce
Community Development
Consumer Protection
Disaster Prevention and Relief
Education
Employment, Labor and Training
Energy
Environment

Explanation of "Other" Category of Funding Activity: **Required if "Other" category is selected ***

The complete name of the agency.

Agency Name:

Appalachian Regional Commission, Headquarters, Washington

Brief title description of services, supplies, or project required by the posting agency.

Funding Opportunity Title: * **250 character spaces available***

Agency assigned number for control, tracking, and identification. If a number has not been assigned, one will be generated now.
*Please use alpha-numerics and dashes ONLY**

Funding Opportunity Number:

Issuing center deadline for receipt of bids, proposals or responses.
**Year must be specified with a full four characters, i.e. "2007" instead of "00".
Leave Month, Day and Year boxes empty if there is no close date. ***

Applications Due Date:
Month: Day: Year:

Due Date Explanation: **2500 character spaces available. No HTML Tags***

Agency Contact.

Agency Contact Person for Electronic Access Problem: *

Bernard, Lionel
Brown, John
Schmack, Bibi

Numbers of the CFDA listings for programs included in the announcement.

CFDA Number: * **Separate each CFDA with a space***

Eligibility categories for applicants. Select one or more that apply.

Eligible Applicants: *

State governments
County governments
City or township governments
Special district governments
Independent school districts
Public and State controlled institutions of higher education
Native American tribal governments (Federally recognized)
Public housing authorities/Indian housing authorities
Native American tribal organizations (other than Federally recognized tribal governments)
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Additional Information on Eligibility: **Required if "Others" is selected ***

Award Information.

Cost Sharing or Matching Requirement: ○ Yes ⦿ No

Expected Number of Awards:

Estimated Total Program Funding: **Enter a whole dollar amount without commas, decimals, or a dollar sign***

Award Ceiling: * **Enter a whole dollar amount without commas, decimals, or a dollar sign; or "none" if there is not a ceiling***

Award Floor: * **Enter a whole dollar amount without commas, decimals, or a dollar sign, or "none" if there is not a floor***

Description of the Funding Opportunity.

Funding Opportunity Description: * **No HTML Tags***

URL for the full announcement. Specify the URL where applicants may find the full announcement. Also specify a description for the full announcement.

Funding Opportunity URL:

Description of Full Announcement: * **250 character spaces available ***

Archiving policy. Synopsis and associated documents may be scheduled for archiving fifteen days after the applications due date, or upon a user-specified date subsequent to the posting date, or left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.
*Year must be specified with a full four characters, i.e. "2000" instead of "00". **

Archiving policy:
⦿ Automatic, 30 days after applications due date
○ Automatic, on specified date - Month   Day   Year:
○ Manual archive

Preview	Save	Post	Clear Form

Figure 3.2: Grant Notice Worksheet

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3.1 Post Date

When creating a grant the "Post Date" will default to the current date. If you save it, come back to edit it later, and post the synopsis, the post date will reflect the date you actually post the synopsis, not the date it was initially created.

3.2 Funding Instrument Type

"Funding Instrument Type" designates the types of instruments to be awarded. To select one of the types, highlight it by clicking on it with your mouse. You can select multiple instrument types by holding down the control key on your keyboard while you click each appropriate type with the mouse. If you accidentally select one and need to deselect it, hold down the control key while you click on it again. By using the control key in this manner, the other types that you have previously selected will remain selected. The control key can be used with any list.

***Please Note: Questions regarding the appropriate funding instrument type for your synopsis should be directed internally to your agency. The FedGrants Help Desk cannot advise you on which instrument type to select.

3.3 Funding Activity Category

This list represents general CFDA categories. To select a category, click on it with your mouse. It may be necessary to scroll down using the scrollbar to view all of the categories. The control key can be used to make multiple selections. (Refer to Section 3.2 for more information on how to make multiple selections.)

3.4 Explanation of "Other" Category of Funding Activity

This field is required if the "Other" code is selected in the Funding Activity Category field. It is a clarification of what the "Other" activity category represents for the grant that is being posted. Maximum size: 2500 characters.

3.5 Agency Name

The system will automatically generate the data for the "Agency Name" field, based on the agency/office/location associated with your FedGrants account. If your associated agency, office, or location information is incorrect, you should contact your FedGrants administrator for further assistance. If you do not have contact information for your FedGrants administrator, please contact the FedGrants Help Desk at 1-800-518-4726 or

support@grants.gov for assistance.

3.6 Funding Opportunity Title

This is the Federal agency's title for the funding opportunity. It is a brief description of the services, supplies, or project being awarded. You may enter up to 250 characters. Applicants will be able to search for opportunities by title.

***Please Note: We recommend that you either type the title manually or copy and paste it from a text editor (e.g., Notepad). We do not recommend using a word processor (e.g., Microsoft Word) as these insert non-ASCII characters into the text which may cause inappropriate characters to appear or result in inappropriate formatting.

3.7 Funding Opportunity Number

This is the number that the agency has assigned to this synopsis. If a number has not been assigned, you can let the FedGrants system generate one by leaving this field blank. You should always enter the funding number when one has been assigned. The funding number must be unique. You will not be able to enter two funding opportunities with the same Funding Opportunity Number.   If you let the FedGrants system generate a funding number and you save the document the system generated number will reflect the date you saved the synopsis. For example: DEMO-GRANTS-0402004-001. This funding opportunity number reflects the date of April 2, 2004. You would have to edit the funding opportunity number if you wish for it to reflect the date you actually post the synopsis. Maximum Size: 30 characters.

3.8 Applications Due Date

The "Applications Due Date" is the deadline for receipt of responses to the synopsis. You are required to enter two digits for the month and day, and four digits for the year.

If there is no closure date, you can leave these date fields blank. If you leave them blank, you must set your archiving policy to "Automatic, On Specified Date" or "Manual." You will also need to enter information into the "Applications Due Date Explanation" field. You will not be able to use the default archiving option of "Automatic, 30 Days After Applications Due Date". The archiving policy is explained in Section 3.22.

3.9 Applications Due Date Explanation

This field allows you to provide any additional information to potential

applicants regarding the date the applications are due. Enter your text as you would like it to appear. You may enter up to 2500 characters.

***Please Note: Either the "Applications Due Date" or the "Applications Due Date Explanation" must be entered. You can leave one or the other blank or fill in both fields. If you have multiple application due dates, you can leave the "Application Due Date" blank and fill in the multiple due dates in the "Applications Due Date Explanation" field.

3.10 Agency Contact for Electronic Access Problem

A Point of Contact (POC) (e.g., web master) is required in each notice for the use of potential applicants who can not link from FedGrants.gov to the full announcement. The feature is located after the "Link to Full Announcement." This person is distinct from programmatic and other agency contacts who are listed in the full announcement. You may choose one of more contacts for a synopsis (Refer to Section 3.2 for more information on how to make multiple selections). The system will automatically display the names, titles, telephone numbers, fax numbers, and e-mail addresses of any points of contact chosen.
If the appropriate names are not available in the POC fields, you will need to contact your FedGrants administrator for further assistance. If you do not have contact information for your FedGrants administrator, please contact the FedGrants Help Desk at 1-800-518-4726 or support@grants.gov.

3.11 CFDA Number

This is the number of the CFDA programs covered in your announcement. Multiple values may be entered into the field. When you enter multiple values, include a space between each CFDA number. A CFDA number should be entered as "XX.XXX". You can obtain appropriate numbers from the CFDA website, www.cfda.gov.

3.12 Eligible Applicants

This is a list of the categories of applicants eligible to apply for grants. Select one or more categories, as applicable (Refer to Section 3.2 for more information on how to make multiple selections). If there are no restrictions on who may apply, then only select "Unrestricted."

3.13 Additional Information on Eligibility

This field is used to enter any explanatory information needed to clarify the meaning of "Unrestricted" or to identify types of recipients meant by "Others." You are required to complete this field if you selected the "Others" category

in the "Eligible Applicants" field. This information is optional for all categories except "Others" in the "Eligible Applicants" field. You may enter up to 2500 characters.

3.14 Cost Sharing or Matching Requirement

The selection you make for this field is the answer to the question "is cost sharing required with this notice?" The FedGrants system default selection is "No." If cost sharing is required, select "Yes."

3.15 Expected Number of Awards

This number represents the number individual awards the agency expects to make under this announcement. If you do not provide input, it will default to "Not Available."

3.16 Estimated Total Program Funding

This number represents the total amount of funding the agency expects to make available for awards under this announcement. If you do not provide input, it will default to "Not Available ."

3.17 Award Ceiling

This is the maximum dollar amount for a single award under this announcement that the awarding agency will not exceed. You must enter either a number or "none."

3.18 Award Floor

This is the minimum dollar amount for a single award under this announcement (i.e., the awarding agency will not make smaller awards under any circumstance). You must enter either a number or "none."

3.19 Funding Opportunity Description

A narrative description of the synopses must be entered in this field.
We recommend that you type the text in a text editor (e.g., Notepad) and copy and paste it into FedGrants. We do not recommend using a word processor (e.g., Microsoft Word) as these insert non-ASCII characters into the text which may cause inappropriate characters to appear or result in inappropriate formatting. Pasting from a text editor will ensure that your data is not lost if you are timed out or experience an unanticipated outage. The maximum amount of characters you may enter in this field is 18,000.

***Please Note: Because the system does not recognize documents created in HTML, it treats them as plain text documents.   Therefore, it is not advisable to type of paste documents containing HTML tags.

3.20 Funding Opportunity URL

This field allows you to enter the web URL of the full announcement. If there is no URL containing additional information for applicants, then leave this field blank. Since this is a URL, it has to begin with either "http://", "ftp://", or "https://".   This URL must NOT contain "http://www.fedgrants.gov."

***Please Note: This URL will not appear in the posted document. The link will appear with the text you enter in the "Description for Funding Opportunity URL" field.

3.21 Description for Funding Opportunity URL

This field allows you to enter the text description of how to obtain the full announcement at the URL listed in the "Funding Opportunity URL" field. This is the link the applicant can click to browse the full announcement. If there is no URL containing the full announcement or additional information for applicants, then use this field to make that statement. You may enter up to 250 characters.

For example:

> Funding Opportunity URL = http://www.gsa.gov

> Description for Funding Opportunity URL = GSA Homepage

In the posted document under "Link to Full Announcement," you will see only "GSA Home." When you click on the link it will take you to http://www.gsa.gov.

3.22 Archiving Policy

When a synopsis is created, it remains in the "Active" status on FedGrants until it reaches the archive date set by the person who created the synopsis. Once the archive date is reached, the notice is moved to the "Archive" status. This synopsis is still accessible on FedGrants, but will not show up in the active postings for the agency. There are three archiving options available:

- Automatic, 30 days After The Response Date - This is the default option. The synopsis will automatically archive 30 days after the response date.
- Automatic, On Specified Date - The synopsis will archive on the date you specified. Enter two digits for the month and day, and four digits for the year.

- Manual Archive - The synopsis will not archive until it is manually archived through the "ARCHIVE" function. (See section 7.1)

If you leave the response date blank, you will need to set your archiving policy to "Automatic, On Specified Date" or "Manual". You will not be able to use the default archiving option of "Automatic, 30 Days After Response Date."

3.23 Submitting the Synopsis

Once you have filled in the appropriate fields, you may choose to preview, save, or post the information by clicking the appropriate button at the bottom of the form. You may also select the "Clear Form" button to erase the information on the form and start over.

***Please Note: If you exit the "Grants Notice Worksheet" without saving or posting, your data will be lost and you will need to recreate the notice.

When you click on "Save," "Preview," or "Post," the system checks that your data conforms to the rules for user input. If your data cannot be accepted due to an omission, illegal format, or other error, the worksheet will be shown again with messages about the corrections that must be made. Make the necessary corrections to the worksheet and click "Save," "Preview," or "Post" again. This worksheet example shows that a user has not provided mandatory information:

Grants Funding Opps.

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CFDA Number: required field.; Agency Contact: required field.; Funding Opportunity Title: required field.; Funding Opportunity Description: required field.; Eligible Applicants: required field.; Description of the Full Announcement: required field.; Contact Email Address: required field.; Funding Instrument Type: required field.; Funding Activity Category: required field.; Award Ceiling: required field.; Award Floor: required field.; Either Applications Due Date or Applications Due Date Explanation must be present.; Applications Due Date must be present for selected Archive Policy.

A single alphabetic character denoting the specific action related in the synopsis.
Fields indicated with an * are required.

G = Grants Funding Opps.

Date on which the synopsis is posted to the Web and/or transmitted to Fedgrants for publication.

Post Date: 04/08/2004

Figure 3.5: Worksheet Displaying Error Messages

The "Save" feature allows you to edit and post data at a later time. You will be able to edit and post using the "EDIT" feature described in section 5.0. If you click on "Save," you will see the following confirmation screen:

Confirmation

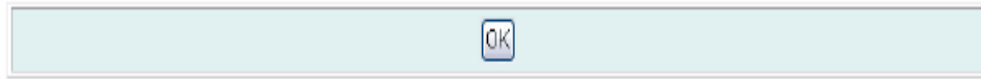Document was saved successfully. Note that the document has not been posted to FedGrants.

OK

Figure 3.6: Save Confirmation

If you let the FedGrants system create a Funding Opportunity Number for you, it will be displayed on this confirmation screen.

Clicking on "Preview" will display a screen showing how your input will appear on the web. The preview screen will not appear if you have not entered the correct information.

If you click on "Post" and your input is complete, a Pre-Post Summary appears as shown in the next figure.

Pre-Post Summary

Appalachian Regional Commission

Document has NOT been posted yet - please review and then click Yes at the bottom of the page to complete Post.

ActionCode: G = Grants Notice

SAMPLE CREATE SYNOPSIS

General Information

Document Type:	Grants Notice
Funding Opportunity Number:	ARC-GRANTS-040804-001
Posted Date:	APR 08, 2004
Original Due Date for Applications:	JAN 01, 2005
Current Due Date for Applications:	JAN 01, 2005
Archive Date:	JAN 31, 2005
Funding Instrument Type:	Grant
Category of Funding Activity:	Business and Commerce
Expected Number of Awards:	Not Available.
Estimated Total Program Funding:	$1,000,000.00
Award Ceiling	none
Award Floor:	none
CFDA Number:	10.163 -- Market Protection and Promotion
Cost Sharing or Matching Requirement:	No

Eligible Applicants

State governments

Agency Name

Appalachian Regional Commission, Headquarters, Washington

Description

test

Link to Full Announcement

Grants Home

If you have difficulty accessing the full announcement electronically, please contact:

Brown, John, Business analyst, Phone 123-1233344, Email jbrown@dc.gov

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Are you sure you want to post this notice ?

Yes	No

Figure 3.7: Pre-Post Summary

Use the scroll bar on the right side of the page to review the data and reach the bottom of the Pre-Post Summary screen.

There is a prompt on this screen asking "Are you sure you want to post this notice?" If you need to make any changes to the data, click on "No." This will take you back to the "Grant Notice Worksheet" where you can make any necessary changes. Click on "Yes" to post the grant notice with the information displayed in the Pre-Post Summary. If your notice posted successfully, you will receive a confirmation screen.

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Confirmation

Funding Opportunities Number ARC-GRANTS-040804-002 was created for this document.
Document has been posted successfully to Federal Grants Opportunities.

OK

Figure 3.8: Confirmation Screen

Click on "OK" to clear the confirmation screen.

Once you have posted the notice, we recommend that you view your posting on FedGrants. You can view your posting by clicking the "MAIN" button and then navigating to documents posted by your location. (Note: your posting will appear approximately two minutes after you post it.)
If you receive anything other than a confirmation screen, please contact the FedGrants Help Desk at 1-800-518-4726 or support@grants.gov for assistance.

***Please Note: Grants can be posted via e-mail. To learn how to post grants via e-mail, please read section 10.0 XML Files Submission.

4.0 Creating a Modification

*** Please Note: When a user logs into the FedGrants system, the user is issued a session number. There is a thirty (30) minute waiting time for each user when using the FedGrants system. If the system has not been used for thirty minutes, it will terminate the session and the user will receive a "Your session has timed out" message. When this situation occurs, the user must log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

You can create a modification to change information in a posted synopsis. You are allowed to change the following elements of the original synopsis:

- Funding Instrument Type
- Funding Activity Category
- Explanation of "Other" Category of Funding Activity
- Federal Agency Name
- Applications Due Date
- Applications Due Date Explanation
- Agency Contact for Electronic Access Problem
- Additional Information on Eligibility
- Expected Number of Awards
- Estimated Total Program Funding
- Award Ceiling
- Award Floor
- CFDA Number
- Eligible Applicants
- Cost Sharing or Matching Requirement
- Funding Opportunity Description
- Funding Opportunity URL
- Description for Funding Opportunity URL
- Archiving Policy

*** Please Note: Creating a modification with the automatic archive date set different than the archive date on the original synopsis will archive the entire synopsis including attached documents on the archive date of the modification.

You can not modify:

- Funding Opportunity Title
- Funding Opportunity Number

To create a modification to a synopsis, click on the "CREATE" button.

Figure 4.1: Create a Modification

Select the Action Code M = "Modification to a Previous Notice." Click on the "Next" button.

Figure 4.2: Modification Screen

The form is populated with information from the original synopsis and not from the latest modification to the synopsis. The new modification will not overwrite the previous modification. All modifications created for the synopsis stay in the system until the synopsis is deleted or archived.

If you wish to return to the previous screen, click on the "Back" button. Otherwise, select a synopsis file from the list under the heading "Select a Document." Click on the "Next" button, and the following screen is displayed:

Figure 4.3: Modification to a Previous Notice Worksheet

Once you have filled in the appropriate fields, you may choose to save, preview, or post the information, or clear the form to erase the information and start over. If you choose to clear the form before it's saved, the system will remove all the new entries that you made when you created the modification, and it will set the form back to the original content.

The "Save" feature allows users to edit and post their data at a later time using the "EDIT" function described in Section 5.0. If you click on "Save," you receive the following confirmation screen:

Figure 4.4: Save Confirmation

Clicking on "Preview" will display a screen showing how your input will appear on the web. The preview screen will not appear if you have not entered the correct information.

If you click on "Post" and your input is complete, a Pre-Post Summary appears as shown in the next figure.

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Figure 4.5: Pre-Post Summary

Use the scroll bar on the right side of the page to review the data and reach the bottom of the "Pre-Post Summary" screen. If you need to make any changes to the data, click "No" under "Are you sure you want to post this notice?" Clicking on the "No" button takes you back to the "Modification to a Previous Notice Worksheet" where you can make any necessary changes. You may choose to post at that time by clicking on "Yes" under "Are you sure you want to post this notice?"

Click "Yes" to post the Modification.

Figure 4.6: Confirmation Screen

If your modification was posted successfully, you will see a confirmation screen. Click "OK" to exit the confirmation screen. If you receive anything other than a confirmation screen, please contact the FedGrants Help Desk at 1-800-518-4726 or support@grants.gov for assistance.

Once you have posted the notice, we recommend that you check the status of your posting on FedGrants. You can view your posting by clicking the

"MAIN" button and then navigating to documents posted by your location (Note: your posting will appear approximately two minutes after you post it.)

*** Please Note: Modifications can be posted via e-mail. To learn how to post using e-mail submission, read section 10.0 XML Files Submission.

5.0 Editing a Grants Synopsis or Modification

*** Please Note: When a user logs into the FedGrants system, the user is issued a session number. There is a thirty (30) minute waiting time for each user when using the FedGrants system. If the system has not been used for thirty minutes it will terminate the session and the user will receive a "your session has timed out" message.   When this situation occurs, the user should log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

The "EDIT" function can be used to edit a saved synopsis or modification, but not a posted synopsis or modification. If you need to make changes to a posted synopsis, you have to create a modification. If you need to make changes to a posted modification, you have to creat another modification. Modifications are discussed in Section 4.0, Creating a Modification.

Click on the "EDIT" to edit a saved synopsis or modification.

Grants Notice Editing

Appalachian Regional Commission

Synopsis:

ARC-GRANTS-040604-001

Open   Delete

Figure 5.1: Edit Function

The screen will say "Grants Notice Editing." You can edit saved synopses or saved modifications. Select the synopsis you wish to edit from the list box under the heading "Synopsis" or under the heading "Modification."   Then, click on the "Open" button.

Grants Funding Opps.

Appalachian Regional Commission

A single alphabetic character denoting the specific action related in the synopsis.
Fields indicated with an * are required.

G = Grants Funding Opps.

Date on which the synopsis is posted to the Web and/or transmitted to Fedgrants for publication.

Post Date: 04/08/2004

Types of instruments that may be awarded. Select one or more that apply.

Funding Instrument Type: *
- Cooperative Agreement
- Grant
- Other
- Procurement Contract

Funding Activity Category. Select one or more that apply.

Funding Activity Category: *
- Agriculture
- Arts [see "Cultural Affairs" in CFDA]
- Business and Commerce
- Community Development
- Consumer Protection
- Disaster Prevention and Relief
- Education
- Employment, Labor and Training
- Energy
- Environment

Explanation of "Other" Category of Funding Activity: **Required if "Other" category is selected **

The complete name of the agency.

Agency Name:
Appalachian Regional Commission, Headquarters, Washington

Brief title description of services, supplies, or project required by the posting agency.

Funding Opportunity Title: * **250 character spaces available**

Agency assigned number for control, tracking, and identification. If a number has not been assigned, one will be generated now.
Please use alpha-numerics, and dashes ONLY

Funding Opportunity Number:

Issuing center deadline for receipt of bids, proposals or responses.
**Year must be specified with a full four characters, i.e. "2000" instead of "00"
Leave Month, Day and Year boxes empty if there is no close date. **

Applications Due Date:
Month: Day: Year:

Due Date Explanation: **2500 character spaces available. No HTML Tags**

Agency Contact.

Agency Contact Person for Electronic Access Problem: *
- Bernard, Lionel
- Brown, John
- Schmack, Bibi

Numbers of the CFDA listings for programs included in the announcement.

CFDA Number: * **Separate each CFDA with a space**

Eligibility categories for applicants. Select one or more that apply.

Eligible Applicants: *
- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Additional Information on Eligibility: **Required if "Others" is selected **

Award Information.

Cost Sharing or Matching Requirement: ○ Yes ● No

Expected Number of Awards:

Estimated Total Program Funding: **Enter a whole dollar amount without commas, decimals, or a dollar sign**

Award Ceiling: * **Enter a whole dollar amount without commas, decimals, or a dollar sign; or "none" if there is not a ceiling**

Award Floor: * **Enter a whole dollar amount without commas, decimals, or a dollar sign; or "none" if there is not a floor**

Description of the Funding Opportunity.

Funding Opportunity Description: * **No HTML Tags**

URL for the full announcement. Specify the URL where applicants may find the full announcement. Also specify a description for the full announcement.

Funding Opportunity URL:

Description of Full Announcement: * **250 character spaces available **

Archiving policy. Synopsis and associated documents may be scheduled for archiving fifteen days after the applications due date, or upon a user-specified date subsequent to the posting date, or left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.
**Year must be specified with a full four characters, i.e. "2000" instead of "00" **

Archiving policy:
○ Automatic, 30 days after applications due date
○ Automatic, on specified date - Month   Day   Year:
○ Manual archive

[Preview]   [Save]   [Post]   [Clear Form]

Figure 5.2: Grant Notice Worksheet

This screen, "Grants Funding Opps.", Figure 5.2, displays the information that the user has already created or edited to date. The user may change the information, preview, save, post, or clear the form, using the same procedures described in Section 3.0, "Creating a Grant Synopsis."

Once you have posted the notice, we recommend that you check the status of your posting on FedGrants. You can view your posting by clicking the "MAIN" button and then navigating to documents posted by your location. (Note: your posting will appear approximately two minutes after you post it.)
If you receive anything other than a confirmation screen, please contact the FedGrants Help Desk at 1-800-518-4726 or support@grants.gov for assistance.

***Please Note: If you are editing a modification and you are now ready to post it, the post date will reflect the day you posted it, not the day it was initially created.

6.0 Uploading Files of Additional Information

*** Please Note: When a user logs into the FedGrants system, the user is issued a session number. There is a thirty (30) minute waiting time for each user when using the FedGrants System. If the system has not been used for thirty minutes, it will terminate the session and the user will receive a "Your session has timed out" message. When this situation occurs, the user needs to log into the system again to start a new session. When the session times out, any unsaved and non-posted data is lost.

You can upload files containing additional information related to a funding synopsis. You may upload these files after the grant notice for the funding synopsis has been posted on the FedGrants system. Links to these files will appear in the summary page for the funding synopsis. To upload files, click the "UPLOAD" button:

Figure 6.1: Document Uploading

You can upload documents with an overall header of:

- Full Announcement
- Revised Full Announcement
- Other Supporting Documents

Select the type of information that you wish to upload and click "Next."

Figure 6.2. Selecting a Synopsis

Select the synopsis file for which you wish to upload and click "Next."

Figure 6.3: Entering the Number of Files to Upload

Enter the number of files that you wish to upload for the selected synopsis. If you choose "Other Supporting Documents", you can also create your own header, such as "Response to Questions" (Figure 6.4) with a maximum of 75 characters.

Figure 6.4: Entering a Subject Header and Number of Files to Upload

Click "Next" to move to the next screen and enter information about the files that you wish to upload.

Figure 6.5 Entering File Information

You may manually enter the names of the files with drive and directory designations. However, an easier method of selecting files is to use the "Browse" button to open the standard Windows file selector as shown in Figure 6.6. The Windows file selector as shown in Figure 6.6 The Windows file selector will assist you to search for files on your computer. First, set the pull-down menu under the heading "Files of type" to "All Files (*.*)" to ensure that all files can be viewed. Then, locate the file to be uploaded to FedGrants, highlight it, and click on the "Open" button to add the file to your list.
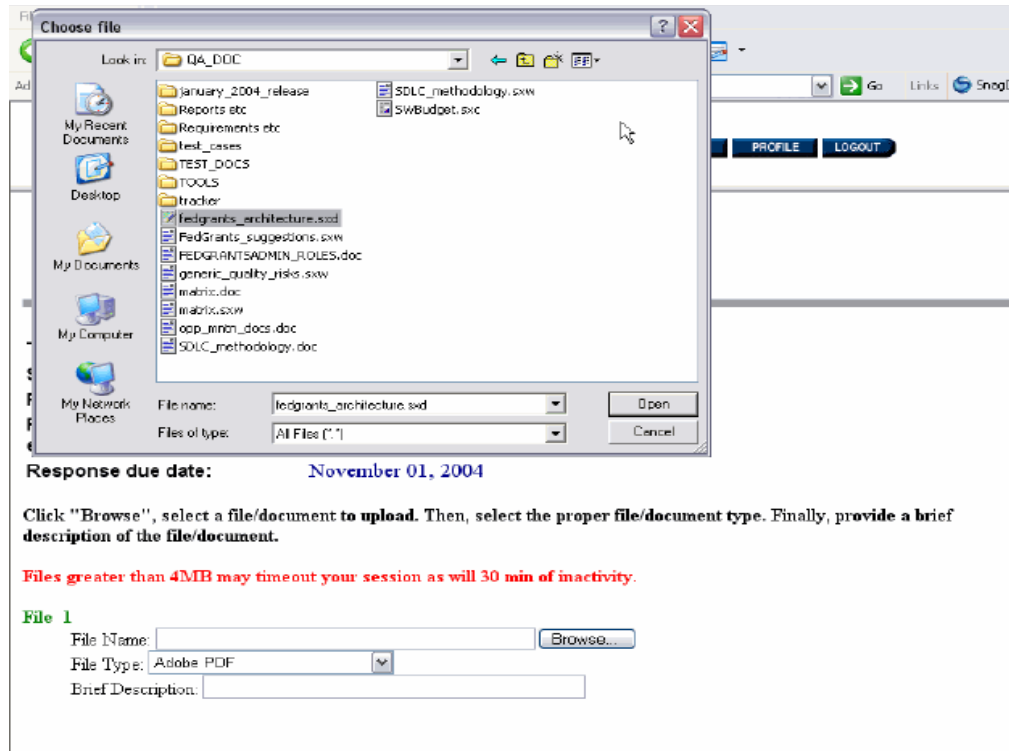
Figure 6.6 Using the Browse Button to Enter the Name of a File to Upload

Select the type of file from the "File Type" list. Be sure to select the name of the software that corresponds to the program you used to create the file. This name will appear next to the file name when applicants view the attachment. If this selection is inaccurate, an applicant may have difficulty viewing the file. You should consider posting all word processing documents to the FedGrants system in both RTF (Rich Text Format) and the word processing format in which the document was created (e.g., Microsoft Word or WordPerfect).

Enter a brief description for each file you wish to upload. When you have finished entering information for each file that you wish to upload, click "Done" to go to the "Upload Summary Screen" (Figure 6.7) and review your input.

Figure 6.7 Reviewing Upload Information

To complete the upload procedure, scroll to the bottom of the page. If you click "No," the system returns you to the previous screen. All of the file information on that screen will have to be re-entered. If the information is correct, click "Yes." The system will display a confirmation of successful uploading.

Figure 6.8 File Upload Confirmation

Click "OK" to clear the confirmation screen. Once you have uploaded your files, we recommend that you view the upload files using the FedGrants system. You can do this by clicking the "MAIN" button and then navigating to the related synopsis. (Note: Your uploads will appear approximately two minutes after you complete the upload process.)

If you receive anything other than a confirmation screen, please contact the FedGrants Help Desk at 1-800-518-4726 or support@grants.gov for assistance.

7.0 Archiving and Unarchiving

Synopses will remain in the "Active" postings on FedGrants until they reach the archive date. Once the archive date is reached, the files will be moved to the archived postings. They will still be available from FedGrants, and can be accessed using the "Grant Synopsis Search" page.

7.1 Archiving

The FedGrants system archives flagged documents twice a day, at 10:00AM and 10:00PM, Eastern Time. Documents flagged for archiving by a user between 10:00PM and 10:00AM are picked up by the system at 10:00AM and are archived immediately. Documents flagged for archiving between 10:00AM and 10:00PM are archived after 10:00PM.

To archive a synopsis, click on the "ARCHIVE" button.

Figure 7.1: Archiving a Notice

Select the synopsis to archive listed under the heading "Select a synopsis file". Click on the "Archive" button. The following screen is displayed:

Figure 7.2: Archive Screen

Scroll to the bottom of the page. If you click on the "Cancel" button, the system returns you to the previous screen.
There are three archiving options:

- Leave date as-is
- Set new date
- Remove date

If you want to establish an archive date at a time to be determined later, select "Remove date" and click on the "Save" button. The documents archive date will be removed. If you want to set a new archive date, select "Set new date", enter the new date, including a four-digit year and click on the "Save" button. The document will be updated to be archived according to the new archive date you set. If you select "Leave date as-is" and click on the "Save" button, the document will be unaltered. The following screen is displayed with an "Archive" confirmation message:

Figure 7.3: Confirmation Screen

7.2 Unarchiving

A synopsis must be unarchived when a user wishes to activate it and post additional information to the synopsis.

The FedGrants system unarchives flagged documents twice a day, at 10:00AM and 10:00PM, Eastern Time. Documents flagged for unarchiving by a user between 10:00PM and 10:00AM are picked up by the system at 10:00AM and are unarchived immediately. Documents flagged for unarchiving between 10:00AM and 10:00PM are unarchived after 10:00PM.

To unarchive a notice, click on the "UNARCHIVE" button.

Figure 7.4: Unarchiving a Notice

Select the file to unarchive listed under the heading "Select a synopsis file". Click on the "UNARCHIVE" button, and the following screen is displayed:

Figure 7.5: Unarchiving Screen

Scroll to the bottom of the page. If you click on the "Cancel" button, the system returns you to the previous screen. When you are confident the synopsis file selected is the appropriate one to be unarchived, click on the "Save" button. The following screen is displayed with a confirmation message:
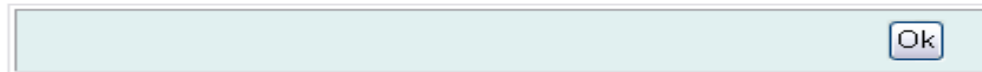
Figure 7.6: Confirmation Screen

Once your synopsis is available in the "Active" postings, you will be able to post additional information to it. After the synopsis has been unarchived, you will be able to see it on the "MAIN" module and it will be visible to applicants.

8.0 Deleting a Synopsis

The FedGrants system provides users with the ability to delete posted synopses. However, we strongly advise against deleting synopses, as this will confuse applicants who have already read the synopsis or have already received e-mail notification of the posting. If there is incorrect information in a synopsis, we recommend posting a modification.
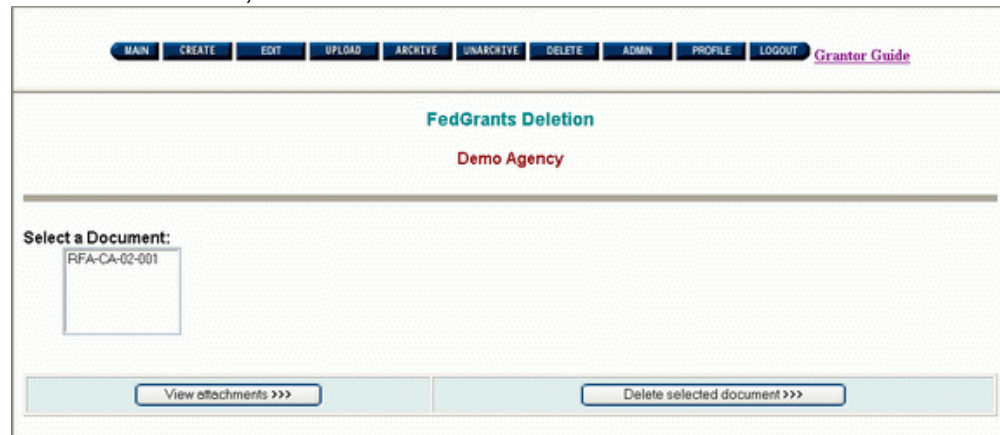
To delete a notice, click on "DELETE."

Figure 8.1 Deleting a Notice

Select the synopsis you wish to delete from the list entitled "Select a Document." You can choose to delete the synopsis by clicking on "Delete Selected Document."

The following Document Delete Confirmation screen is displayed:
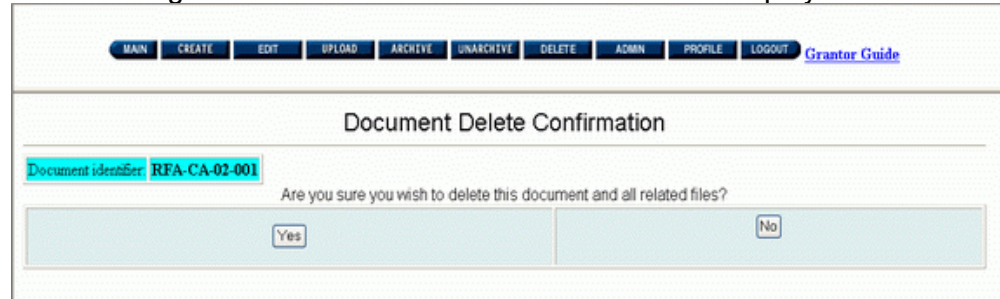

Figure 8.2 Document Delete Confirmation

If you click on the "No" button, the system returns you to the first screen after the login screen. If you click on the "Yes" button the synopsis and all posted documents associated with it are deleted. If the synopsis was deleted

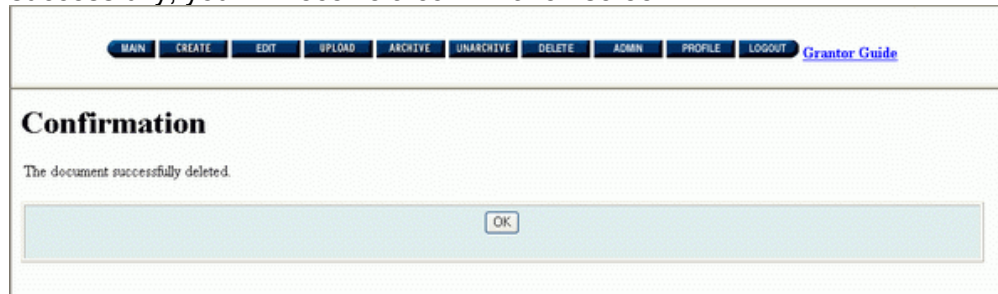successfully, you will receive a confirmation screen:

Figure 8.3 Confirmation screen

Once you have deleted the synopsis and all information related to it, the information is no longer accessible. The FedGrants Help Desk can not retrieve deleted documents.

You cannot delete a modification without deleting the associated synopsis. The system will allow you to delete the entire synopsis (including all postings for that notice) or delete files uploaded to it. If an error is made on a modification, you can either post another modification or delete the entire synopsis.

8.1 Deleting Files

To delete an attachment(s), select the synopsis from the list (Figure 8.1) and click the "View Attachments" button.

Figure 8.4 View attached documents

The screen that opens shows you the list of documents attached to the selected synopsis. Select the document you wish to remove and click the "Next" button.

MAIN | **CREATE** | **EDIT** | **UPLOAD** | **ARCHIVE** | **UNARCHIVE** | **DELETE** | **ADMIN** | **PROFILE** | **LOGOUT**

Document Delete Confirmation

Document identifier	01-12-2004
Attachment to delete:	2004/01/12
Files:	All Files describe no

Are you sure you wish to delete the listed attachment?

[<<< Back] [OK] [Cancel]

Figure 8.5 Delete an attachment

Click the "OK" button to delete the selected attachment, click "Back" to return to the previous screen and make another selection, or click "Cancel." Clicking the "Cancel" button returns you to the screen shown in Figure 8.1.

***Please Note: If there are several file attachments in the same category, they will all be deleted by selecting this category from the list.

9.0 FedGrants Administration (Restricted Use)

FedGrants is designed as a hierarchical system with three levels of organization:

- Agency (e.g., General Services Administration)
- Office (e.g., Federal Supply Service)
- Location (e.g., Grants Management Center)

The highest organizational entity is an agency, whereas the lowest is a location. Each level of organization has associated FedGrants user roles to handle FedGrants administration at that level. Administrators are responsible for editing and maintaining the agency, office or location hierarchy. They are also responsible for creating, editing and maintaining user accounts. An agency administrator is responsible for establishing the office and location hierarchy on FedGrants, as well as designating office and location administrators. The office and location administrators are able to maintain their respective offices and locations.

***Please Note: The FedGrants support team is responsible for setting up the initial agency, office, and location, as well as the agency administrator's user account. Any subsequent offices, locations or user accounts are the responsibility of the agency administrator, or their designee.

To access the administrative functions, you will need to log into your FedGrants account, as discussed in Section 2.0. The main grantor screen will appear listing your name and agency information.

Figure 9.1 FedGrants Grantors Screen

To access the administration module of FedGrants, click on "ADMIN."

9.1 Agency Administration

After you click on "ADMIN", if you have been designated as an agency administrator, you will see the following screen:
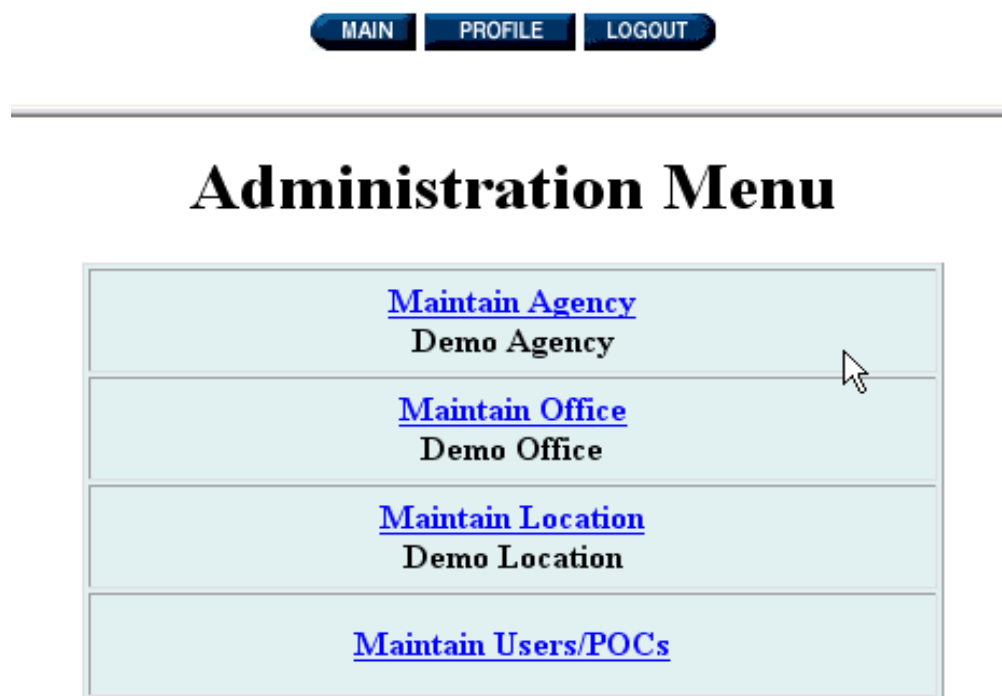

Figure 9.2 Agency Administration Menu

In order to create, edit or delete offices or locations within an agency, click on "Maintain Agency." In order to create, edit or delete user accounts within an agency, click on "Maintain Users/POCs."

9.2 Maintain Offices

To maintain your offices, click on the "Maintain Agency" link from the "Administration Menu" screen.

The next screen, "Office Administration," lists all of the offices that have been set up within an agency on FedGrants. You can:

- Create a new office

- Edit or delete an existing office
- Create a new location
- Edit or delete an existing location

You can also click on the "Back" button to return to the "Administration Menu."

9.2.1 Creating a New Office

Only agency administrators have the ability to create a new office.

Figure 9.3: Office Administration

In order to create a new office within an agency, click on "Create New Office."

Figure 9.4: Creating a New Office

If you would like to return to the "Office Administration" screen, click on the "Back" or "Cancel" buttons. Otherwise, enter the office name and office code.

*** Please Note: The office code must be unique. You can not use the same office code for multiple offices within an agency. The system will generate an error message if duplicate information is entered. Once information is entered in this field and saved, it can not be changed.

- Office Name: Maximum characters: 128

-Office Code: Maximum characters: 32

The "Allow Locations to Override?" check box and the Password Reminder drop down list ONLY appear if the agency has requested this option. If the agency has not requested this option, the check box will NOT appear and the Password Reminder field will default to the value selected by the agency.

If the agency has allowed the offices the ability to override the password reminder, you will need to indicate whether you would like your users to have the ability to retrieve their passwords by e-mail or by contacting an administrator. In the "Password Reminder" field, use the drop down box to select "Email Reminder" or "Administrator Information." The "Password Reminder" field allows users to use the "Forgot your Password?" link discussed in 2.0, Fedgrants For Grantors. The "Forgot your Password?" link will allow users to retrieve their password by e-mail or it will provide users with a list of administrators who can assist them in getting their password. You will then have to indicate whether you would like your locations to override the office password reminder. If you want your locations to override the office password reminder then check the box next to "Allow Locations to Override?" Once you have entered all the information, click on "Save."

9.2.2 Editing an Office

Only agency administrators have the ability to edit an office. In order to edit an office, click on "Edit" next to the name of the office.

Figure 9.5 Editing an Office Listing

To edit the office name, type over the name field.

The office code must be unique. You can not use the same office code for multiple offices within an agency. The system will generate an error message if duplicate information is entered. Once you have made your modifications and saved them, it can not be changed.

- Office Name: Maximum characters: 128

- Office Code: Maximum characters: 32

If you are allowed to override the agency password reminder option, you may change your password reminder by selecting either "Email Reminder" or "Administrator Information." Once you have made your modifications, click on "Save." If you would like to return to the "Office Administration" screen, click on the "Back" or "Cancel" buttons.

Figure 9.6 Editing an Office Listing

9.2.3 Deleting an Office

Only agency administrators have the ability to delete offices. Offices can only be deleted if the locations within that office have not posted synopses on FedGrants. If the "Delete" option is located next to each office on the "Office Administration" screen (See Figure 9.7). If the delete function in the "Actions" column is available, then no locations in that office have posted synopses. If the "Delete" function is not available, then locations within that office still have posted synopses.

***Please Note: If you delete an office, all users accounts assigned to locations within that office will also be deleted. You should change the locations for all user accounts prior to deleting the office.

Click on "Cancel" to return to the "Office Administration" screen, or click on

"Delete" to delete the office.

Figure 9.7 Deleting an Office Listing

When you see the confirmation screen you have to verify you want to delete the office from FedGrants. Click on "Cancel" to cancel deletion, or click on "Delete" to delete the office.

9.3 Maintain Locations

Once an office has been set up on FedGrants, you will need to create locations within the office in order to post synopses. Agency, office, and location administrators have the ability to maintain locations.

9.3.1 Creating a New Locations

If you are an agency administrator, select "Maintain Agency" from the administration menu. The office administration screen will be displayed (Figure 9.8). Click on the "Locations" link next to the office in which the location is to be created. The location administration screen will be displayed. Click on the button "Create New Location."

Figure 9.8 Office Administration

If you are an office administrator, select "Maintain Offices" from the administration menu. The location administration screen will be displayed. Click on the button "Create New Location."

Figure 9.9 Location Administration

The agency name, office name, and office code are generated by the system. You will need to fill in the location name, location code, address, FedGrants account number and password. The FedGrants account number and password are used for grants submission through e-mail using XML.

See section 10.0 XML Files Submission for more information on XML submission.

The following restrictions apply to the information fields:

- Location Name: Maximum characters – 128 (Required)
- Location Code: Maximum characters - 32 (Required) Once information is entered in this field and saved, it can not be changed.
- Address1: Maximum characters – 128 (Required)
- Address2:: Maximum characters – 128 (Optional)
- City: Maximum characters – 128 (Required)
- State: Two letter abbreviation of your state. Maximum characters - 2 (Required)
- Zip: Maximum characters – 16 (Required)
- FedGrant Account Number: Maximum characters – 9 (Required)
- FedGrant Password:: Six to Twenty (6-20) characters (Required)

***Please Note: Administrators should take great care to ensure that the above information is accurate; when a user posts a document to FedGrants, this information will be displayed in the synopsis. The location code must be unique. You cannot use the same location code for multiple locations within an office. The system will generate an error message if duplicated information is entered. The FedGrant location account number must be unique. The system will provide an error message if you choose information used by another agency/office/location. "Account Number" and "Password" fields are necessary fields to accommodate agencies that post via e-mail.

Once you have entered the appropriate fields, click on "Save." The new location listing will display in the "Location Administration" screen (Figure 9.9).

9.3.2 Editing Location Information

All administrators, agency, office, and location, have the ability to edit locations. In order to edit the location listing, you will need to click on "Edit" next to the name of the location.
You can edit:

- Location Name
- Address
- FedGrants account number
- FedGrants password
- Password Reminder, if allowed

Figure 9.10: Location Administration
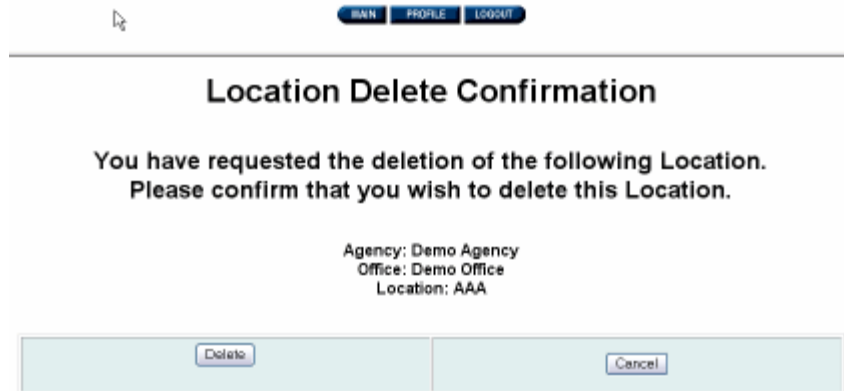
To edit the location, enter the new information and click "Save." If you would like to return to the "Location Administration" screen, click on the "Back" or "Cancel" buttons.

9.3.3 Deleting a Location

Agency administrators and office administrators have the ability to delete locations. Locations can only be deleted if they do not have posted synopses on FedGrants. If the delete function in the "Actions" column is available, then no synopses have been posted by that location. If the delete function is not available, then that location still has posted synopses.

***Please Note: If you delete a location, all users accounts assigned to those locations will also be deleted. You should change the locations for all user accounts prior to deleting the location.

Click on "Cancel" to return to the "Location Administration" screen, or click on "Delete" to delete the location.

Figure 9.11 Location Delete Confirmation

If you clicked on the "Delete" button, then a confirmation screen will appear. You will have to verify that you want to delete the location from FedGrants. If you are sure you want to delete the location, click "Delete." If you are not sure you want to delete the location, click "Cancel."

9.4 Maintain Users

To create, edit, or delete user accounts within an agency, click on "Maintain Users/POCs."

Within "Maintain Users/POCs" you will be able to perform one of the following functions:

- Search for a specific user
- Create a new user
- Assign or delete roles
- Change the POC designation
- Edit a user's profile
- Delete a user

A user account is associated with one agency/office/location. If the user needs to post on behalf of multiple locations, you must create a separate account for each location. The agency, office, and location must be set up before users can be assigned to a location.

9.4.1 Searching for a User

To search for a specific user, enter the user's last name, first name, or FedGrants user name.

*** Please Note: Before creating a user account, we recommend that you

use this capability to ensure an account does not already exist or the user name is not already taken.

Figure 9.12 Search for User

Enter the search information and click on "Search."

If an account exists, the user's account information will be displayed as shown in Figure 9.13. You can click on the "Back" button to return to the "User Administration" screen, or you can click on "Create New User" to create a new FedGrants user account.

If you know the user's office and location information, you can also pull up the user's account by clicking on "Users" next to the office and location. This will display a list of users for a particular office and location (see Figure 9.13).

Figure 9.13 List of Users

9.4.2 Creating a New User

To create a new user account, click on "Create New User" (see Figure 9.14). You can click on "Back" or "Cancel" to return to the "User Administration" screen. Otherwise, fill in the fields, select the appropriate location from the "Location" drop-down box, and click on "Save."

Figure 9.14: New User Form

The following restrictions apply to the information fields:

- First Name: Maximum characters – 50 (Required)
- Middle Initial: Maximum characters – 2 (Optional)
- Last Name: Maximum characters – 50 (Required)
- Title: Maximum characters – 64 (Required)
- UserName: Maximum characters – 15 (Required)
- Password: Maximum characters – Six to twenty (6-20) (Required)
- Telephone: Maximum characters – 50 (Required)
- Fax: Maximum characters – 50 (Optional)
- E-mail: A valid e-mail address which includes a period, "@" symbol, and no space (e.g., xxx@xxx.gov). Maximum characters – 130 (Required)

***Please Note: Administrators should take extreme care to ensure that information, such as name, title, telephone number, fax number, and e-mail address is accurate. When a user posts a document to FedGrants, this information will be displayed in the synopsis. FedGrants does not allow the use of duplicate user names. If a user name already exists on the system, you must create a different user name for the new user account. A user account is associated with one agency/office/location. If a user posts on behalf of multiple locations, a user account will need to be created for each location.

Once you have entered the new user's profile information, you will need to assign roles and change the POC designation, if appropriate.

9.4.3 User Account Roles

Without assigned roles, a user will not be able to access the FedGrants system. To assign roles to the user's account, click on "Roles" next to the user's name.

Figure 9.15: User Account Roles

A user must have at least the role of "Grants-Grantor", in order to access FedGrants. The following table is a description of each role a user can have:

Activity	Assigned Roles
Administer an Agency	- ORG-Agency Administrator - Grants-Grantor
Administer an Office	- ORG-Office Administrator - Grants-Grantor
Administer a Location	- ORG-Location Administrator - Grants-Grantor
Log in to the FedGrants system	- Grants-Grantor
Create, preview, and save documents	- Grants-Grants Document Creator
Archive and Unarchive documents	- Grants-Grants Document Archiver
Delete documents	- Grants-Grants Document Deleter

To assign user roles, highlight a role from the "Unassigned Roles" table and click on "Add Selected Transactions." This will move the role to the "Assigned Roles" table. Continue highlighting and moving roles until you have selected and assigned the appropriate roles. If you need to remove a role, highlight the role in the "Assigned Roles" table and click on "Delete

Selected Transactions". This will move the role to the "Unassigned Roles" table. You can click on "Back" or "Cancel" to return to the previous screen. Otherwise, select the appropriate roles and click on "Save."

9.4.4 Point Of Contact

A point of contact (POC) is someone listed in each synopsis for the use of potential applicants who can not link from FedGrants.gov to the full announcement. Once you have assigned the roles, you need to decide whether or not the user will be a POC. When Users are listed as a POC, their names are added to a drop-down box of available POCs for users to select when creating a synopsis.

To make a user a POC, click on the link called "POC" for that user. This is located next to the user's name within each location. This operation changes the selection in the "Is POC" field from "No" to "Yes". To change the selection back to "No", simply click on the "POC" link again.
Once you have set up the user account, you will need to provide the user with their user name and password.

9.4.5 Editing a User's Account

To edit a user's account information, first you have to locate the user's account. You can locate the user's account by:

- Searching for it in "Maintain Users/POCs" and entering the last name, first name, or user name and clicking on "Search."
- Go to "Maintain Users/POCs" and click on "Users" next to an office and location.

To edit a user's profile, click on "Edit" next to the user's name.

An administrator can change any information in the user's profile, including the user name. Users can change their profile information by logging into FedGrants/Grantors and clicking on "PROFILE"; however, users can not change their user name or location information from the "PROFILE" button.

Figure 9.16 Editing a User's Profile

You can return to the previous screen by clicking on "Back" or "Cancel."
Otherwise, enter the correct information and click on "Save."

9.4.6 Deleting a User's Account

If you want to delete a user, ensure their POC designation is set to "No", then
click on "Delete" next to the user's name. A user's account can be deleted
from the system ONLY if the POC designation is "No."

Figure 9.17 Delete Confirmation

A confirmation screen will appear. You will have to verify that you want to delete the user from FedGrants. If you are sure you want to delete the user, click "Delete." If you are not sure you want to delete the user, click "Cancel."

9.5 Registration Form for Federal Users

New users can request a FedGrants grantor account by filling out the "Registration Form for Federal Users." To access this form, go to www.fedgrants.gov and click on the "Grantor" link. Click on the link for the "Registration Form for Federal Users."

Figure 9.18: User Registration Form

Potential users must fill out the necessary fields and click on "Submit Form." This form will then be forwarded to the appropriate administrator by e-mail. The administrator, or their designee, will then be responsible for setting up the user. If the user does not know his or her agency/office/location codes, he or she can contact the Fedgrants Help Desk at 1-800-518-4726 or via e-mail support@grants.gov.

10.0 Submitting the Synopsis by e-mail

The e-mail interface is a method of data exchange between agencies and FedGrants. It allows a government grantor to send an e-mail message containing the data that is to be posted. This data is described through eXtensible Markup Language (XML) and must conform to the Document Type Definition (DTD) developed by the Grants.gov Program Management Office of the Department of Health and Human Services. In order to send documents to FedGrants via e-mail, you must use your FedGrants account number and password assigned to your location.

10.1 Document Type Definition

The Document Type Definition for the grant funding opportunity synopsis specifies the data elements that comprise the following:

- A new funding opportunity synopsis
- A modification to a funding opportunity synopsis

The DTD provides the order in which the data elements must appear, which elements are required, and which elements allow multiple values. The DTD does not provide length constraints or other required information. To fully specify the funding opportunity synopsis definition, Table 1 supplements the DTD. Table 1 is followed by relevant code lists, the DTD itself, and an example of a new funding opportunity synopsis.

XML Tag	MAX input	Rules	Required/ Optional
PostDate	8 char	MMDDYYYY	Required
UserID	10 char	Minimum 6 char	Required
Password	8 char	Minimum 6 char	Required

FundingInstrumentType	2 char code/ multi	See list for codes	Required. Allows multiple values
FundingActivityCategory	3 char code/ multi	See list for codes	Required. Allows multiple values
OtherFundingCategoryExplanation	2500 char	n/a	Required with "Other"
ExpectedNumberofAwards	Max 15 nume ric char	Whole dollar amt. No commas, decimals, or dollar sign	Optional – If the user does not provide input, default to Not Available
EstimatedFunding	Max 15 nume ric char	Whole dollar amt. No commas, decimals, or dollar sign	Optional – If the user does not provide input, default to Not Available
AwardCeiling	Max 15 nume ric char	Whole dollar amt. No commas, decimals, or dollar sign	Required – User must enter a number or "none"
AwardFloor	15 char	Whole dollar amt. No commas, decimals, or dollar sign	Required – User must enter a number or "none"
FederalAgencyName	250 char	FGO uses registered address if not present	Optional

FundingOppTitle	250 char	n/a	Required
FundingOppNumber	30 char	FGO generates unique number if not present	Required for submitting modification
ApplicationsDueDate	8 char	MMDDYYYY	Due date or due date explanation required
ApplicationsDueDateExplanation	2500 char	MMDDYYYY	Due date or due date explanation required
ArchiveDate	8 char	MMDDYYYY	Archive date is required if due date not present
FundingOppDescription	18K char	n/a	Required
CFDANumber	6 numeric char	XX.XXX	Required. Allows multiple values
EligibilityCategory	2 char code	See list for codes	Required. Allows multiple values
AdditionalEligibilityInfo	2500 char	n/a	Required with "Other"
CostSharingorMatchingRequirement	Yes/ No	Not case sensitive	Required
ObtainFundingOppText	250 char	n/a	Required

FundingOppURL	250 char	If present, ObtainFundingOppText is displayed as hyper link text on web page. User must enter a valid URL starting with http://	Optional
AgencyContact	300 char	n/a	Required. Allows multiple values
AgencyEmailAddress	80 char	n/a	Required for each AgencyContact
AgencyEmailDescriptor	100 char	FGO uses AgencyEmailAddress if not present	Optional

Table 1: Funding Opportunity Synopsis Data Elements

10.2 Funding Instrument Type Code Values

The following list identifies the valid values for the "Funding Instrument Type" data element. The DTD uses the code preceding the equals sign:

G = Grant
CA = Cooperative Agreement
PC = Procurement Contract
O = Other

10.3 Category of Funding Activity Code Values

The following list identifies the valid values for the "Category of Funding Activity" data element. The DTD uses the code preceding the equal sign.

AG = Agriculture
AR= Arts
BC = Business and Commerce
CD = Community Development
CP = Consumer Protection
DPR = Disaster Prevention and Relief

ED = Education
ELT = Employment, Labor and Training
EN = Energy
ENV = Environment
FN = Food and Nutrition
HL = Health
HO = Housing
HU = Humanities
ISS = Income Security and Social Services
IS = Information and Statistics
LJL = Law, Justice and Legal Services
NR = Natural Resources
RD = Regional Development
ST = Science and Technology and other Research and Development
T = Transportation
O = Other

***Please Note: If Other (O) is entered, you must enter additional data in the "OtherCategoryExplanation" field (see Table 1).

10.4 Eligible Applicants Code Values

The following list identifies the valid values for the "Eligible Applicants" data element. The DTD uses the code preceding the equals sign.

99 = Unrestricted (i.e., Open to any type of entity below)

Government Codes:

00 = State governments
01 = County governments
02 = City or township governments
04 = Special district governments
05 = Independent school districts
06 = Public and State controlled institutions of higher education
07 = Native American tribal governments (Federally recognized)
08 = Public housing authorities/Indian housing authorities

Non-Government organizations:

11 = Native American tribal organizations (other than Federally recognized tribal governments)
12 = Nonprofits other than institutions of higher education [includes community action agencies and other organizations having a 501 (c) (3) status with the IRS]

20 = Private institutions of higher education
21 = Individuals
22 = For-profit organizations other than small businesses
23 = Small businesses
25 = Others (see text field entitled "Additional Information on Eligibility" for clarification)

*** Please Note: If "Others" is selected, you must enter additional data in the "AdditionalEligibilityInfo" field (See Table 1).

If you need to include multiple selections, remember to include tags for each value. Putting two or more codes within one set of tags will result in a system error. The following two figures are examples:

```
<FundingInstrumentType>G</FundingInstrumentType>
<FundingInstrumentType>CA</FundingInstrumentType>
<FundingInstrumentType>PC</FundingInstrumentType>
<FundingInstrumentType>O</FundingInstrumentType>
<FundingActivityCategory>ENV</FundingActivityCategory>
<FundingActivityCategory>AR</FundingActivityCategory>
<FundingActivityCategory>O</FundingActivityCategory>
```

Figure 10.1 Example of Multiple Funding Instrument Types

```
<CFDANumber>15.099</CFDANumber>
<CFDANumber>00.000</CFDANumber>
<CFDANumber>11.130</CFDANumber>
```

Figure 10.2 Example of Multiple CFDA Numbers

10.5 Sample of XML file for grant posting:

```xml
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE FundingOppSynopsis SYSTEM "GrantFundingSynopses.dtd">
<FundingOppSynopsis>
<PostDate></PostDate>
<UserID>USER</UserID>
<Password>PASSWORD</Password>
<FundingInstrumentType>G</FundingInstrumentType>
<FundingInstrumentType>CA</FundingInstrumentType>
<FundingInstrumentType>PC</FundingInstrumentType>
<FundingInstrumentType>O</FundingInstrumentType>
<FundingActivityCategory>ENV</FundingActivityCategory>
<FundingActivityCategory>AR</FundingActivityCategory>
<FundingActivityCategory>O</FundingActivityCategory>
<OtherFundingCategoryExplanation>...</OtherFundingCategoryExplanation>
<ExpectedNumberOfAwards>100</ExpectedNumberOfAwards>
<EstimatedFunding>1000000</EstimatedFunding>
<AwardCeiling>none</AwardCeiling>
<AwardFloor>none</AwardFloor>
<FederalAgencyName>Your Agency, Your Office, Your Location</FederalAgencyName>
<FundingOppTitle>Your title</FundingOppTitle>
<FundingOppNumber></FundingOppNumber>
<ApplicationsDueDate>12012006</ApplicationsDueDate>
<ApplicationsDueDateExplanation>...</ApplicationsDueDateExplanation>
<ArchiveDate></ArchiveDate>
<FundingOppDescription>...DESCRIPTION...</FundingOppDescription>
<CFDANumber>11.111</CFDANumber>
<CFDANumber>00.000</CFDANumber>
<CFDANumber>22.333</CFDANumber>
<EligibilityCategory>06</EligibilityCategory>
<EligibilityCategory>25</EligibilityCategory>
<AdditionalEligibilityInfo>...</AdditionalEligibilityInfo>
<CostSharingOrMatchingRequirement>NO</CostSharingOrMatchingRequirement>
<ObtainFundingOppText FundingOppURL="http://www........">URL</ObtainFundingOppText>
<AgencyContact AgencyEmailAddress="support@fedgrants.gov" AgencyEmailDescriptor="Submitting VIA Email">John Doe
"Title"</AgencyContact></FundingOppSynopsis>
```

Figure 10.3 Sample DTD

If you are submitting a modification to the previously posted synopsis, the XML file must be altered to indicate that it represents a modification. The line

 (!DOCTYPE FundingOppSynopsis SYSTEM "GrantFundingSynopses.dtd")

should be changed to

(!DOCTYPE FundingOppModSynopsis SYSTEM "GrantFundingSynopses.dtd")

and the tags

"FundingOppSynopsis"

and

"/FundingOppSynopsis"

should be changed to

FundingOppModSynopsis

and

/FundingOppModSynopsis.

You must also enter the funding opportunity number of the previously posted synopsis.

After you have the XML file composed, copy its contents into the e-mail message body, and send the e-mail to grants@fedgrants.gov. A few minutes after submission you will receive an e-mail message that will either confirm the successful posting, or specify the system errors that occurred during the submission.

***Please Note: You can not send multiple XML documents in one e-mail. You have to send one e-mail for each file submission.

If you have any questions please contact the FedGrants Help Desk at 1-800 518-4726 or support@grants.gov for assistance.

11.0 Database Dump to XML

Once a day the entire fedgrants.gov database, which includes all the active grants, will be exported to an XML file called GrantsGovOpportunities YYYMMDD.xml. This will allow you to download this file and import its content to your database.

The database can be very large; therefore, the XML file, which is a text file, can also be very large. Because this files are very large, the actual XML file gets compressed into a Zip file so the file size that you download is significantly smaller. Database dump files will be placed on the FedGrants web server at

www.fedgrants.gov/opportunities/

You can find the DTD to the XML file at www.fedgrants.gov/GrantFundingSynopsesDump.dtd and the description of each element in the file at http://www.grants.gov/assets/DataElements.pdf. If you have trouble viewing the DTD, there is a text version of it at http://www.fedgrants.gov/DTD/GrantFundingSynopsesDump.doc

This service is used mostly by power users and database owners.

12.0 Frequently Asked Questions

This FAQ page is updated regularly. If you do not see the answer to your question on this page please contact FedGrants Support at 1-800-518-4726 or via email support@grants.gov for assistance.

- [I get a processing error when I try to create/post a grant.](#)

- [I have a contractor who needs to be granted access to the FedGrants system. Is she allowed to have access and if so how can I get her access?](#)

- [When I create a grant, there are no options to select in the "Agency Point of Contact for Electronic Access Problem" field.](#)

- [I have a user that cannot login. I set them up with a user name and password.](#)

- [What is the difference between an upload and a modification?](#)

- [What is the difference between Grants.gov and FedGrants.gov?](#)

- [How can we modify the Funding Opportunity Title/Funding Opportunity Number?](#)

- [How do I edit a synopsis?](#)

I get a processing error when I try to create/post a grant.

If you are getting a processing error, either of the following two things could be wrong:
- You do not have the correct roles or you do not have any roles assigned to you.
- You need to refresh your browser.

If you are unsure of the roles assigned to you, you must contact your FedGrants Agency Administrator. If you do not know who your FedGrants Agency Administrator is, you can contact the FedGrants Help Desk at 1-800-518-4726 or support@grants.gov for assistance.

To refresh your browser either hit "F5" on your keyboard or close your browser completely. Open your browser again and go to www.fedgrants.gov and log back in.

I have a contractor who needs to be granted access to the Fedgrants system. Is she allowed to have access and if so how can I get her access?

Granting access to contractors, subcontractors, or any federal employee is up to the individual agency. People requesting access to the FedGrants.gov system will need to fill out the Registration Form for Federal Users on the grantor page of FedGrants.gov. After submission, the form will be sent to the agency administrator who will contact the user.
***Please Note: Any correspondence through e-mail to Fedgrants.gov will need to be sent from a government e-mail address.

When I create a grant, there are no options to select in the "Agency Point of Contact for Electronic Access Problem" field.

If there are no options to select in the "Agency Contact Person for Electronic Access Problem" field then there are no POCs listed for your location. Each location needs a POC in order to post to the FedGrants system. Please refer to section 9.4.4- Point of Contact of the Grantor Guide for instructions on how to select POCs. Once you select your POCs, their names will be listed in the box for "Agency Contact Person for Electronic Access Problem" when you create a grant.

I have a user that cannot login. I set them up with a user name and password.

If the user has a user name and password for the FedGrants system, and is still unable to log in, there are two items you should check:
- Does the user have the appropriate roles assigned, including the role of "Grants-Grantor."
- Is the user entering the correct password?

The agency, office, or location administrator can verify the user's roles. The user must have at least the role of "Grants-Grantor" to log in to the system.

If the roles of the user are correct, the agency, office, or location administrator can reset the users password. Go to the "Edit" screen for the user, type in the new password in the "Password" field, and hit "Save" at the bottom. If you need assistance, you can contact the FedGrants Help Desk at 1-800-518-4726 or support@grants.gov.

What is the difference between an upload and a modification?

The upload feature was designed for users to upload documents in support of a particular grant. For example, a full announcement or a questions and answers page.

A modification was designed for users to correct information that has already been posted to the Fedgrants.gov system. For example, the application due date was changed to a later date or you needed to add more eligible applicants.

The agency has to decide which one is appropriate for their individual needs.

What is the difference between Grants.gov and Fedgrants.gov?

Grants.gov and FedGrants.gov are integrated sites, yet maintained by two separate entities. Grants.gov maintains the "APPLY" portion of the website and Fedgrants.gov maintains the "FIND" portion of the website. Users can go to Grants.gov to upload their application packages. Users can go to Fedgrants.gov to upload their grant synopses. Each site has its own registration process in order to get set up with an account. You must contact FedGrants.gov and Grants.gov separately to gain access to each system. If you have questions regarding the "APPLY" portion of the website, you will need to contact Grants.gov for assistance.

How can we modify the Funding Opportunity Title or the Funding Opportunity Number?

You cannot modify the funding opportunity title or the funding opportunity number. Although FedGrants.gov does NOT recommend deleting notices, you can delete the grant opportunity and re-post it with the correct Funding Opportunity Number and Funding Opportunity Title.
***Please Note: If you delete the notice and re-post it, the post date will reflect the date you re-posted the notice.

How do I edit a synopsis?

If you have already posted the synopsis you cannot edit the synopsis. You can only create a modification to that synopsis.
If you have saved the synopsis you can edit the synopsis without creating a modification.
- To create a modification, go to the "Create" button on the main "Grantor" screen. Click on "M" for modification and hit "Next." Click on the synopsis for which you wish to create a modification for, and click on "Next." Your information will be listed and you can edit the desired fields.
- To edit a synopsis, click on the "Edit" button on the main "Grantor" screen. Select the synopsis or modification you wish to edit and click on "Next." Your information will be listed and you can edit the desired fields.